

Our Ref: FMM/ajo

7th January 2019

All Year 9 Parents/Carers

Dear Parent/Carer

Re: Year 9 Parents' Consultation Evening – Thursday 17th January - 3.30 – 6.30pm

We would like to invite you to a Parents' Consultation Evening on Thursday 17th January so that you may have the opportunity to meet the staff who teach your son/daughter and discuss progress with them.

In order to help us organise the meeting it will be the responsibility of your son/daughter to ask members of staff for an appointment time during the course of their daily lessons. All of your child's teachers will, of course, be available on the evening as usual, and will be more than happy to meet with you. I would encourage you to see as many staff as possible, as well as the form tutor. Pupils should record the appointment times on **page 16** of their planner. Please bear in mind that appointments can only be five minutes long for each subject. We will endeavour to keep your appointments as close together as possible.

Please complete the reply slip below to advise whether you will be attending the evening. The slip should be returned to your child's form tutor by Monday 14th January.

We would encourage your child to join you at Parents' Consultation Evening to hear about their progress to date. We look forward to seeing you on Thursday 17th January.

Yours sincerely

F Mescam

**Mrs F Mescam
Head of Avon House**

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Reply Slip - Year 9 Parents' Consultation Evening – Thursday 17th January - 3.30 – 6.30pm

Pupil Name: Form:

- I/we **will** be attending Parents' Evening on Thursday 17th January
- I/we **will not** be attending Parents' Evening on Thursday January

Signed:..... Dated:

Please return this reply slip to **form tutor no later than Monday 14th January**

